

**SPECIAL MEETING OF THE DODGE COUNTY FINANCE COMMITTEE**

April 17, 2018, 12:30 P.M.

FIRST FLOOR – ROOMS F and G

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 12:30 p.m.

Members present from the Finance Committee: Benter, Fink, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Corporation Counsel Kimberly Nass; Dodge County Treasurer Patti Hilker; County Board Chairman Russell Kottke; and Associated Bank Relationship Banker Cassandra Shadky.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Corporation Counsel Kimberly Nass reported that the purpose of this meeting is to review and discuss the Request for Proposal (RFP) for Banking Services, the evaluation criteria set forth in the RFP, and how to proceed with the Proposer interviews on April 20, 2018.

Corporation Counsel Kimberly Nass reviewed the document entitled *Request for Proposal, Banking Services, Issue Date: January 30, 2018*, Ms. Nass highlighted the following:

1. General Information:

- Dodge County is moving forward with the New Enterprise Resource Planning (ERP) System, providing an opportunity to take advantage of technology and gain efficiencies;
- Establish a five (5) year contract, with an option to renew for an additional three (3) years.

2. Introduction:

- Take advantage of technology – ability to work with the ERP system;
- Minimum qualifications required are provided in the RFP;
- Factors considered are based on the sole discretion of Dodge County.

3. Project Scope:

- Required Services: Sweep Accounts, Deposit Processing, Account Reconciliation, Wire Transfer Services, ACH Services, Availability of Funds, Bank's Dispute Resolution Process, Collection and Deposit Services, Cash Transportation, Remote Deposit Services, Collateralization of Deposits, Online Banking Services, Electronic Storage of Documents, Overdraft Processing, Positive Pay, Stop Payment Services, Collected Balances, and Pricing Matrix;
- Optional Services: Proposer's provide information on optional services they offer, such as Lockbox, Account Analysis, Payment Card Services, Purchasing Card Services, and Credit Cards;

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- Proposer's required to respond on the following: Banking Services Objectives, Service Deliverables, Implementation Schedule, Financial Institution and Staff Profile.

4. Evaluation Criteria:

- Transferred to a bid tab, and used by the team to evaluate.

Dodge County Treasurer Patti Hilker reported that two (2) banking conversions will be required, initially with JD Edwards, and then with the change-over to the new ERP system. Ms. Hilker further reported that many accounts are linked to the general account.

Ms. Nass reported that Ms. Hilker issued an addendum with responses to questions and inquiries asked by the banking proposer's.

Ms. Patti Hilker reported that she developed a blank evaluation criteria form that the Committee members may use during the April 20, 2018 proposer interviews.

Ms. Nass continued with highlights of the RFP:

5. Submittal Response Format – Available to each proposer, along with attachments;

- Implementation Methodology;
- Company Background and History – identify any third party subcontracts;
- Conversion Plan – significant to Dodge County;

6. Contract Terms and Conditions – proposer's asked to submit a sample contract.

Ms. Nass reported that the April 20, 2018 Finance Committee meeting will begin in closed session, and recommended that the Committee begin with a discussion on questions the Committee members may have for the proposers, which will be followed by the proposer interviews. Ms. Nass further reported that after the closed session, the Committee will reconvene in open session to consider, discuss and take action on a Resolution to Engage with a Bank to provide banking services for Dodge County. Ms. Nass reported that Ms. Hilker will be present during the closed session, and she will provide Ms. Hilker with a draft Resolution.

County Administrator Jim Mielke provided the Committee with background information regarding the RFP process that occurred in the fall of 2017.

Finance Director Julie Kolp reported that the RFP model was compiled internally.

Ms. Hilker provided to the Committee members the blank evaluation criteria form that can be used during the April 20, 2018 proposer interviews.

Ms. Hilker will provide the banks the following information prior to the April 20, 2018 interviews:

- Interviews will begin April 20, 2018 at 10:15 a.m.;

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- Dodge County requests the presentations prior to the April 20, 2018 meeting, but this is not a requirement;
- The presentation should be kept between 20-25 minutes, respecting the 45 minute timeline per interview.

A special meeting is scheduled for April 20, 2018, at 10:00 a.m., in Room 2A, located on the second floor of the Administration Building.

The next regular meeting is scheduled for Tuesday, May 8, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 1:33 p.m.



Ed Benter,  
Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**